

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
219 WEST HOFFMAN STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6175

**POSITION VACANCY ANNOUNCEMENT #21-051**

**OPENING DATE: 29 December 2020 CLOSING DATE: 12 January 2021**

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**BRANCH OF SERVICE: ARMY NATIONAL GUARD**

**POSITION TITLE: PROPERTY BOOOK OFFICER (920A00)**

**HIGHEST GRADE AUTHORIZED: SSG/E6**

**ORGANIZATION AND LOCATION: HHC, 58<sup>th</sup> EMIB MG (MD) Harry C. Ruhl Armory, 1035 York Road, Towson, Maryland 21204-2517**

**SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.**

**WHO MAY APPLY: OPEN TO ON-BOARD AGR WARRANT OFFICERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL M-DAY WARRANT OFFICERS AND ENLISTED APPLICANTS WHO POSSESS A CURRENT WOCS GRADUATION CERTIFICATE OR A PROPONENT APPROVED PREDERMINATION PACKET.**

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> <li>1. Must be in a Ready Reserve status.</li> <li>2. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55<sup>th</sup> birthday.</li> <li>3. Must not be under current suspension of favorable personnel actions.</li> <li>4. Must not be entitled to receive Federal military retired or retainer pay.</li> <li>5. Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of active service and before MRD.</li> <li>6. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour.</li> <li>7. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program.</li> </ol>	<ol style="list-style-type: none"> <li>1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18.</li> <li>2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry.</li> <li>3. Must not be pregnant per AR 40-501 and AR 600-110.</li> <li>4. Must meet the body composition standards prescribed in AR 600-9.</li> <li>5. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry.</li> <li>6. Must be able to complete the Military Education requirements commensurate with the military grade.</li> <li>7. Enlisted Soldiers in grades E6 and above must possess the required grade, MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1(F) 2a: SSG and above not MOSQ may apply, (unless job stipulates otherwise), but must take a reduction to SGT and submit a memo with their application stating they are willing to take a grade reduction to SGT.</li> <li>8. Must be eligible for reenlistment or extension per NGB-ARM Policy #09-26.</li> </ol>	<ol style="list-style-type: none"> <li>1. Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18.</li> <li>2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months.</li> <li>3. Failure to qualify in AGR duty position MOS within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5.</li> <li>4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.</li> <li>5. <b>Soldiers who have not completed a minimum of 18 months of their initial tour may request a waiver of the 18 months stabilization rule through their current Command to be approved by the Chief of Staff (CoS).</b></li> <li>6. <b>Stabilization Rule waiver consists of: Letter from Soldier, Endorsements from Chain of Command (CoC), SF 52 w/Executive Summary from Command, and original application packet.</b></li> <li>7. <b>A copy of the complete Stabilization Rule waiver along with a copy of the application must reach HRO prior to closing date of the announcement; originals must reach the CoS office prior to the closing date of the announcement.</b></li> </ol>

**DESCRIPTION OF DUTIES:** Serves as the Property Accounting Technician for the 58th EMIB. Responsible for over \$173 million dollars of equipment. Ensures 100% property accountability is maintained, all authorized equipment is on hand, on valid requisition, or redistribution order. Locate and acquire standard and nonstandard equipment and supplies through military and non-military supply sources to meet unit readiness and operational requirements. Determine equipment funding requirements and coordinated for funds availability with supported units and resource management activities. Develop, execute, monitor, and provide input to the annual supply budget. Coordinate acquisition and priority distribution of new equipment fielding with the Force Modernization Activity. Redistribute excess equipment throughout the Command. Process excess equipment for disposal after all redistribution efforts are met. Conduct annual property book reconciliation on all subordinate units. Supervises and trains one Property Book NCO on property operations and property book management. Train, develop, and mentor supply personnel on supply policies, processes, and procedures. Establishes and maintains CSDP requirements IAW Army Regulations and Publications in order to withstand Command Logistics Review Inspections and Annual CSDP Inspections. Screens micro-purchases in GFEBS for property accountability disposition. Reviews property book supporting documents including but not limited to DD 200, DA 4949, DA 3161, DD 1348-1, for completeness and accuracy for posting in GCSS-Army. Directs Quarterly Inventories. Advises Unit Commanders during Change of Command Inventories. Directs Change of Supply NCO inventories when applicable.

**QUALIFICATIONS REQUIRED:** **MOS 920A00 Must hold or be eligible for QM branch.** AGR applicants must possess an AOC compatible with the duty position IAW Table 2-1f, AR 135-18. Applicant must be qualified for appointment in the position. Applicant must have a working knowledge of automated office procedures. Applicant must be able to complete the Military Educational requirements commensurate with their military grade. Must not have any flagging actions that would prevent them from applying. Must hold a secret clearance

#### **SPECIAL INFORMATION**

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR soldiers who do not become MOS/AOC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
4. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service.
5. As a condition of employment, service members are required to attend mandatory PEC training courses associated with their FTS positions. Failure to complete course(s) at PEC within the first year of employment may be cause for reassignment to other FT positions or termination from employment.
6. Must sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.

#### **APPLICATION PROCEDURES / REQUIRED DOCUMENTS**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**  
**APPLICATIONS WILL NOT BE RETURNED!**

#### **SUBMIT APPLICATION IN ORDER LISTED BELOW**

- ☐ **NGB Form 34-1, DATED 20131111** completed, signed, dated and annotated job number
- ☐ **PQR Updated** Personnel Qualification Record
- ☐ Current copy of Enlisted Record Brief (**ERB**)/Officer Record Brief (**ORB**)
- ☐ **MEDPROS Report** of current Periodic Health Assessment (**PHA**) within **12 months** and HIV Test within **24 months**
- ☐ **DA Form 3349** must be submitted for Soldiers with Permanent Profiles
- ☐ **ASVAB** scores (**if not reflecting on ERB, submit REDDs report, or Memorandum with new test scores**).
- ☐ **Height/Weight Standards- Current** IAW AR 600-9; and provide Tape Test **DA Form 5500 (Males), DA Form 5501 (Females)**.
- ☐ **APFT DA Form 705**, Current Army Physical Fitness retention standards IAW AR 40-501
- ☐ **NCOERs/OERs THREE latest** and as available for junior Soldier/NCO applicants. (**Gaps in rating periods MUST be explained in writing.**) **Letter of recommendations on individuals not requiring an NCOER/OER.**
- ☐ Unit memo verifying no Flagging Actions.
- ☐ **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
  - a) **NGB Form 23B** Retirement Points History Statement
  - b) **DD Form 214s.** Provide all **(Long version copies 2, 4, 7, or 8), DD Form 215 or DD Form 220 (if applicable)**
- ☐ Completed questionnaire below

**Questionnaire:**

**Y/N**

- ☐ Are you currently a Maryland Army National Guard Member? \_\_\_\_\_
- ☐ Are you currently AGR? If so, what State? \_\_\_\_\_
- ☐ Are you currently Technician? If so, what State? \_\_\_\_\_
- ☐ Are you currently deployed? If so, what location? \_\_\_\_\_
- ☐ Are you currently on ADOS? If so, with who? & what is the ending date? \_\_\_\_\_

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): \_\_\_\_\_

Forward application and attachments via **MAIL OR EMAIL**. **DUE TO COVID-19 RESTRICTIONS, WALK-INS ARE NOT CURRENTLY BEING ACCEPTED.**

**EMAIL**

**SUBMIT ONE PDF DOCUMENT ENTITLED 21-051 PROPERTY BOOK OFFICER (920A00) TO: [ng.md.mdarng.mbx.mdng-hro-agr@mail.mil](mailto:ng.md.mdarng.mbx.mdng-hro-agr@mail.mil)**

**MAIL**

DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.

Forward application and attachments to: **Human Resources Office**  
**ATTN: NGMD-HRO-AGR**  
**Fifth Regiment Armory**  
**29<sup>th</sup> Division Street**  
**Baltimore, MD 21201-2288**

***Applications must be received in the HRO not later than close of business on the closing date!***  
***Applications received after the closing date will not be considered.***